

**SELECTMEN, BOARD OF HEALTH, AND FINANCE COMMITTEE MEETING  
UPSTAIRS MEETING ROOM  
1 AVENUE A, TURNERS FALLS, MA  
MONDAY, July 27, 2020**

**PRESENT:**

**Selectboard:** Chair Rich Kuklewicz, Michael Nelson, Chris Boutwell, Town Administrator Steven Ellis, Executive Assistant Wendy Bogusz

**Board of Health:** Chair Al Cummings (*plus Chris Boutwell and Michael Nelson*), Director of Public Health Dan Wasiuk

**Finance Committee:** Chair Jen Audley, Greg Garrison, John Hanold, Fred Bowman, Chris Menegoni

**Meetings are opened:**

- Selectboard Chair opens the meeting at 6:30 PM, including announcing that the meeting is being recorded and roll call taken.
- Board of Health Chair opens the meeting, roll call taken.
- Montague Finance Committee Chair opens the meeting, roll call taken.

**Approve Minutes: Joint Selectboard and Board of Health July 20, 2020**

- *Boutwell makes the motion to approve the Selectboard and Board of Health Minutes of July 20, 2020 as presented. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
- *Boutwell makes the motion to approve the Selectboard and Board of Health Minutes of July 20, 2020 as presented. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Cummings - Aye*

**Public Comment Period: Individuals will be limited to two (2) minutes each and the Board of Selectmen will strictly adhere to time allotted for public comment**

None

**COVID-19 Updates and Action Items**

**Review of any Updated State Guidance or Orders**

- A travel order has been implemented: Travelers to Massachusetts have been asked to self-quarantine for 14 days. Anyone that can't show an exemption will be mandated to quarantine or have a COVID-19 test. This will be fully and legally implemented on August 1st.
- The public needs to be aware that other States have also put their own requirements, sometimes restricting Massachusetts travelers from entering.
- *Boutwell makes the motion to implement a policy applicable to Town of Montague employees consistent with the Governor's new COVID-19 Travel Order of July 24. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
- Dobosz reports that the spraying of the park has been going well and that there are no issues.

**Jon Dobosz, Parks and Recreation Director**

**Implementation of Carry-In/Carry-Out Trash Policy at Parks**

- Dobosz states that due to an increase in illegal trash dumping, a Carry-In/Carry-Out Trash Policy at the parks has been implemented.
- Trash receptacles have been removed.
- Signage will continue to be maintained.
- Tweaking to the policy may be necessary.
- Boutwell reminds everyone that we do have a litter bylaw should it become necessary.

*Boutwell makes the motion to adjourn the Board of Health Meeting. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Cummings - Aye*

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**Jen Audley, Mike Nelson, Steve Ellis**

**Overview and Affirmation of Framework for Montague Financial Policies**

- Ellis reports that the Town of Montague is updating its Financial Policies.
- Audley reports that the work group met with the consultant, Rob Addelson, a few weeks ago. He showed them some samples of policies other towns like ours use.
- The work group is going to make a type of user's manual in a format that is accessible and easy to read and understand.
- The focus at present is collecting information about how we do things, including the financial management policies currently in use, and see what the gaps are.
- Specific needs of Montague will be captured in the policies.
- Audley states that the draft policy manual is scheduled to come to the Selectboard for review in approximately six weeks.
- Nelson expresses his enthusiasm in support for this financial policy review and undertaking. He feels it is important to have various financial policies of the Town in one central location.
- Audley and Ellis review a list of financial policies to include.

*Garrison makes the motion to adjourn the Finance Committee Meeting. Seconded by Bowman, unanimously approved. Garrison - Aye, Hanold - Hanold, Bowman - Aye, Menegoni - Aye, Audley - Aye*

**Chelsey Little, WPCF Superintendent**

- **Execute MOU with FC Solid Waste Management District FY21 Sludge Hauling and Disposal**  
*Nelson makes the motion to execute the MOU with FC Solid Waste Management District FY21 Sludge Hauling and Disposal. Seconded by Kuklewicz, approved. Nelson - Aye, Kuklewicz - Aye, Boutwell - Abstain*
- **Announce Galkowski Legacy Fund Scholarship for procurement training**  
Little announces that she has received a scholarship from the Galkowski Legacy Fund, which will enable her to complete course work in the Massachusetts Certified Public Purchasing Office Program.

**Personnel Board**

- **Appoint Tina Tyler, WPCF Administrative Assistant 12 hours/week, temporary 8 weeks, effective 7/27/20**  
*Boutwell makes the motion to appoint Tina Tyler, WPCF Administrative Assistant 12 hours/week, temporary 8 weeks, effective 7/27/20. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
- **Appoint David Jensen, Zoning Board of Appeals Alternate, until 6/30/21**  
*Boutwell makes the motion to appoint David Jensen, Zoning Board of Appeals Alternate, until 6/30/21. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
- **Appoint David Jensen, Alternate Building Inspector, until 6/30/21**  
*Boutwell makes the motion to appoint David Jensen, Alternate Building Inspector, until 6/30/21. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*
- **Request to increase current part-time position in Treasurer/Collector's Office from 25 hours to 35 hours through December 10, 2020**  
*Boutwell makes the motion to increase the current part-time position in the Treasurer/Collector's Office from 25 hours to 35 hours through December 10, 2020. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

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**Owen Wormser, Planter Coordinator**

**Request for Additional Support to Enhance Beauty and Sustainability of Avenue A Planters**

*Boutwell makes the motion to authorize the expenditures of up to \$2,000 from the existing DPW budget for maintenance of the Avenue A Planters. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

**Brian McHugh**

- **Authorization to approve Application for Payment #1 to Sciaba Construction Corporation in the amount of \$52,459 for the Spinner Park Restoration Project funded through the Town's FY19 Community Development Block Grant**

*Boutwell makes the motion to approve the Application for Payment #1 to Sciaba Construction Corporation in the amount of \$52,459 for the Spinner Park Restoration Project funded through the Town's FY19 Community Development Block Grant. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

- **Authorization to approve pay requisition #6 in the amount of \$275 to Berkshire Design Group for the Spinner Park Restoration Project funded by the Town's FY19 Community Development Block Grant**

*Boutwell makes the motion to pay requisition #6 in the amount of \$275 to Berkshire Design Group for the Spinner Park Restoration Project funded by the Town's FY19 Community Development Block Grant. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

**Town Administrator's Report**

- **Execute Grant of Easements for Access and Installation and Maintenance of Utilities with the Turners Falls Fire District on property located at 180 Turners Falls Road**

*Boutwell makes the motion to execute the Grant of Easements for Access and Installation and Maintenance of Utilities with the Turners Falls Fire District on property located at 180 Turners Falls Road. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Ayes*

- **Police Advisory Review Group Updates**

The Selectboard Chair is meeting with a few Town residents who are going to assist him in making recommendations to the Montague Selectboard relative to appointments that will be forthcoming to the two Police Advisory Review Groups. There are 22 applicants. Another conversation is scheduled for the final determination.

- **Topics not anticipated in 48 hour posting/Personnel Change, Kevin Boissonnault**

*Boutwell makes the motion to appoint Kevin Boissonnault in a temporary position of approximately 12 weeks, not to exceed 20 hours/week, NAGE Grade F, Step 3, \$28.30/hr to assist with pre-treatment. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

**Executive Session under G.L. c. 30A §21(a)(6) to consider the purchase of real property: Map 17 Lot 58. Votes may be taken.**

- The Chair deems that holding this discussion in open meeting would compromise the Town's position.
- *Boutwell makes the motion at 8:00 PM to go into Executive Session under G.L. c. 30A §21(a)(6) to consider the purchase of real property: Map 17 Lot 58. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

*Boutwell makes the motion at 8:15 PM to exit Executive Session and return to regular session. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

*Boutwell makes the motion at 8:15 PM to go close the regular session. Seconded by Nelson, unanimously approved. Boutwell - Aye, Nelson - Aye, Kuklewicz - Aye*

Documents and Exhibits:

- Joint Selectboard and Board of Health minutes of July 20, 2020
- Draft Financial Policies

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- Appoint Form: David Jensen, Zoning Board of Appeals Alternate, until 6/30/21
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- Grant of Easements for Access and Installation and Maintenance of Utilities with the Turners Falls Fire District on property located at 180 Turners Falls Road